

**Summary of Changes**  
***Department of Fish and Wildlife Records Retention Schedule v.1.11 (October 2020)***

**New Records Series Added**

- Nine (9) new records series have been added to this records retention schedule:
  1. **Background checks/tests/investigations (Non-Criminal) (DAN 20-10-69592) p.20**  
*“3 years after request fulfilled (Non-Archival)”*
  2. **Directive Control Sheets (DAN 20-10-69593) p.19**  
*“5 years after end of the calendar year (Non-Archival)”*
  3. **Evidence Audits (DAN 20-10-69594) p.32**  
*“4 years after completion of auditor’s report (Non-Archival)”*
  4. **Evidence/Property in Custody – Management (DAN 20-10-69595) p.31**  
*“6 years after disposition of property and 1 year after disposition of pertinent case file(s) (Non-Archival)”*
  5. **Internal Review/Investigation (Formal Discipline Imposed) (DAN 20-10-69596) p.17**  
*“6 years after completion of disciplinary action and 3 years after minor reaches age 18, if minor involved in incident (Archival)”*
  6. **Internal Review/Investigation (Formal Discipline NOT Imposed) (DAN 20-10-69597) p.18**  
*“6 years after final disposition and 6 years after completion of informal disciplinary action, if imposed and if minor involved in incident, 3 years after minor reaches age 18 (Non-Archival)”*
  7. **Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN 20-10-69598) p.19**  
*“6 years after resolution of review/investigation (Archival)”*
  8. **Property Forfeited (DAN 20-10-69599) p.32**  
*“7 years after disposition of the property (Non-Archival)”*
  9. **Recordings from Mobile Devices – Buffered Data/Images (DAN 20-10-69600) p.3**  
*“Destroy as part of routine devices operations as defined by program regulations (Non-Archival)”*

**Retention Changes**

- Four (4) records series have changes to their retention period/cutoff:
  1. **Fish Species – Management, Protection and Restoration (DAN 82-04-29818) p.14**  
Increased from “6 years after date of document (Archival)” to “10 years after end of calendar year (Archival)”
  2. **Recreational Sports Fish/Crab Catch Record Cards – Selected for Sampling (DAN 14-06-68506) p.42**  
Decreased from “Until season/final determinations made (Non-Archival)” to “5 years after the end of the licensing year (Non-Archival)”

3. **Vessel Reports/Inspections (DAN 12-09-68316) p.34**

Increased from “3 years after date of inspection (Non-Archival)” to “6 years after date of inspection (Non-Archival)”

4. **Wildlife Management (DAN 77-02-18424) p.15**

Changed from “10 years after date of document (Archival)” to “10 years after end of calendar year (Archival)”

### **Other Minor Changes**

- Eight (8) records series have changes to their title and/or description:
  1. **Case Files – Criminal (DAN 79-03-22114) p.21**
  2. **Civil Administrative Hearings (DAN 96-01-56406) p.6**
  3. **Criminal History Inquiry Logs (DAN 12-09-68298) p.22**
  4. **Fish Species – Management, Protection and Restoration (DAN 82-04-29818) p.14**
  5. **Hatcheries and Fish Farms (DAN 74-10-07126) p.14**
  6. **Recordings from Mobile Devices – Incident Identified (DAN 12-09-68309) p.28**
  7. **Recordings from Mobile Devices – Incident Not Identified (DAN 12-09-68310) p.29**
  8. **Wildlife Management (DAN 77-02-18424) p.15**
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

### **Essential Designation Changes**

- None

### **Archival Designation Changes**

- None

### **Series Being Revoked**

- None

***Net Increase in Records Series: 9 (from 58 series up to 67 series)***